

# Quotation Request //

## US Government Publishing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:417-699 R-1**

**Quotations are Due By:**

**(Eastern Time)11:00 AM on 09/23/2021**

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** Export Compliance Guidelines

**QUANTITY:** 1 Guidelines Manual (approximately 15,402 words) (Item 1) for translation Plus and one (1) tip sheet (1 page) with 217 words (Item 2).

**REVISION 1: SPECIFICATIONS AND SCHEDULE CHANGE.**

**SUBCONTRACTING:** The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)), does not apply to this procurement.

**BUY AMERICAN ACT - NOTE:** In compliance with Contract Terms 310.2 (Rev. 01-18), Contractor must state within [quote] submitted either that the end product is a Domestic end product or a Foreign end product as defined in Contract Clause 37 for the requested item. Domestic end product or Foreign end product must be indicated [Indicate in the comments field when submitting Quotes using Contractor Connect. The contractor shall indicate "product of unknown origin" when it is unknown if the product offered is a domestic end product; in that instance, GPO will consider the [quote] as a Foreign end product, in accordance with Contract Terms, Certifications C-2 (Buy American Certification), that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States.

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC on 202-512-0307.

**TRIM SIZE:** 8-1/2 x 11"

**PAGES:** Item 1: 56 pages

Item 2: Face only

**SCHEDULE:**

Furnished Material will be available for pickup by 09/28/2021

Deliver complete (to arrive at destination) by 10/14/2021

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

**REVISION 1: SPECIFICATIONS AND SCHEDULE CHANGE.**

Language translation required. Contractor must have reputable experience brokering professional quality language translation-editorial services. No printing required.

Request is for TRANSLATION from ENGLISH to SPANISH services only (no printing). 100% accuracy rate; with no valid errors. Follow the design and layout as shown in the original document matching all type faces included. Follow furnished digital files for color requirements. The translation MUST be reviewed by an objective third party to review and correct obvious real errors in grammar, misspellings, omissions and any serious translation problem that would cause a misunderstanding to the native reader.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

**MATERIAL FURNISHED:** Contractor to receive. .  
Purchase order.

One (1) Guidelines Manual and one (1) tip sheet Ms Word in English Version. Contractor to use for translation.

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

**COLOR OF INK:**

Black (covers 1 and 4 four color process)

**MARGINS:** Adequate Gripper.

Follow furnished files.

**PROOFS:**

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. Contractor to submit one "Press Quality" PDF "soft proof" (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at kCofer@doc.gov AND gregg.curry@bis.doc.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (2) workdays from receipt at the Department to receipt in the contractor's plant.

**DISTRIBUTION:**

No printing required. Email Word document and PDF to kCofer@doc.gov AND gregg.curry@bis.doc.gov.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests-General Inspection Level I    (b) Destructive Tests-Special Inspection Level S-2  
Specified Standards -- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Average Type Dimension in Publication

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**Attachment(s):** Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

**Download Attachment(s):** <http://contractorconnection.gpo.gov/download.aspx?Jacket=417699>